



# Back to Basics: An Introduction to Circulation in the Web Client

## Getting Ready for the Upgrade

Sitka will only be supporting the Evergreen web client in the Google Chrome browser. Make sure your library has Google Chrome installed on all computers where the staff client is used.

Customized receipt templates will need to be recreated in the web client after the upgrade. If your library has customized your receipt templates make note of the customizations so you can recreate them.

## New Features

### Email Check Out Receipts

You can send check out receipts by email to patrons who have an email address saved in their account. Watch the video - <https://www.youtube.com/watch?v=2pMXUVJPGjA&t>

### Place Holds Patron Search

In the catalogue when placing a hold if you don't have the patron's barcode you can use the new Patron Search button to search for a patron on the fly.

### Suspend a Hold at the Time of Placement

There is a suspend hold checkbox that allows a hold to be suspended at the time it is placed. This feature is available in the staff client and public catalogue.

### Patron Buckets

You can create patron buckets similar to record and item buckets. Patron buckets can be used to batch edit patrons.

## Resources

**Evergreen 3.1 Upgrade page** - <https://bc.libraries.coop/support/sitka/evergreen-upgrade/>